



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

AQOJ/CAHW

FEB 25 1997

MEMORANDUM FOR DLA EXECUTIVE TEAM
COMMANDERS, INVENTORY CONTROL POINTS
COMMANDERS, DISTRIBUTION REGIONS
COMMANDERS, SERVICE CENTERS
ADMINISTRATOR, DLA ADMINISTRATIVE SUPPORT CENTER

SUBJECT: Continuing Acquisition Education and Training (CAET) for Acquisition Workforce Members

This memorandum forwards interim policy on CAET for members of the Agency's acquisition workforce issued by the Deputy Under Secretary of Defense (Acquisition Reform) (Attachment).

This is an interim policy that requires members of the acquisition workforce who have completed all training and education requirements for the positions they encumber to be afforded the opportunity to receive an average of 40 contact hours annually of CAET, or 80 contact hours over a two-year period, with 16 of the 40 hours in acquisition reform. This requirement does not apply to acquisition workforce personnel who have not yet completed mandatory training required for the positions they encumber, although they are encouraged to participate in continuing education activities to stay current with new acquisition policy initiatives.

Additional guidance received from the Office of the Under Secretary of Defense (Acquisition and Technology) states:


"At least in FY 97, we expect this education and training to be organized at the local level in a more informal manner than classroom training. This is consistent with our conclusion that education and training must be a priority at all levels of the workforce. Additionally, management must actively lead and participate in structuring an effective education and training program. We should not focus such a program on classroom training, but rather on innovative and informal means of stimulating thinking about acquisition problems while learning about new tools and approaches. Sessions might take the form of a 'town hall meeting' or a discussion over a brown bag lunch, after viewing a portion of a videotape, or a discussion on a given topic led by a member of a team or other expert. The emphasis of these sessions should be on learning together, as integrated teams with all functional organizations that have a say in the acquisition process and our industry partners."



Unfortunately, a decrease in FY 97 Defense Acquisition University funding has precluded the availability of funds this year to support CAET financially. However, along with the methods described above, there are numerous training opportunities currently available to workforce members (Acquisition Reform on CD ROM, roadshows, Acquisition Reform activities during Acquisition Reform Week, March 17-21, 1997, etc.) that will satisfy CAET. To satisfy the requirements of the interim policy, DLA supervisors should document, in their employees' Individual Development Plans, the specific training events for employee participation in FY 97.

Final policy development defining acquisition workforce standards and a comprehensive program for professional development, including CAET, is expected to be completed by the end of FY 97. Although there will be no formal reporting requirements during FY 97, your assistance in supporting the interim policy will help ensure our workforce acquires and retains the necessary proficiency to meet the acquisition challenges we face now and in the future. Your efforts will also help prepare us to meet the requirements when implementing the final policy.

The point of contact for this policy is Ms. Sandra Miller, CAHW, 703-767-6442 or DSN 427-6442, Internet address: sandi_miller@hq.dla.mil



GARY S. THURBER
Chairman, DLA Acquisition
Career Program Board

Attachment



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

07 AUG 1996



MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Continuing Acquisition Education and Training for Acquisition Workforce
Members - Interim Policy

This memorandum establishes interim policy on continuing acquisition education and training for members of the Department's acquisition workforce.

This interim policy will enable acquisition workforce members who have completed all training and education requirements for the positions they encumber to have the opportunity to maintain their currency via continuing education and training courses. Final policy development defining acquisition workforce standards and a comprehensive program for professional development, including continuing education and training, is expected to be completed in 1997.

The attached interim policy is effective immediately for FY 1997.

Colleen A. Preston
Deputy Under Secretary of Defense
(Acquisition Reform)

Attachment

DISTRIBUTION:

Deputy Assistant Secretary of Defense (Civilian Personnel Policy)
Deputy Assistant Secretary of Defense (Military Personnel Policy)
Component Acquisition Executives
Director, Acquisition Career Management, OASA(RD&A)
Director, Acquisition Career Management, OASN(RD&A)
Director, Acquisition Career Management, OSAF(A)
Deputy Director, Acquisition Career Management, OUSD(A&T)
Chairs, Acquisition Career Management Functional Boards
President, Defense Acquisition University



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INTERIM POLICY ON CONTINUING ACQUISITION EDUCATION AND TRAINING

INTRODUCTION: DoD 5000.52M, *Career Development Program for Acquisition Personnel*, establishes the education, training and experience standards through Level III for acquisition personnel in each career field. The "Interim Policy on Continuing Acquisition Education and Training" which follows will test the feasibility of adding a new dimension of continuing acquisition education and training to existing education and training standards.

INTERIM POLICY: It is OUSD(A&T) policy that members of the acquisition workforce, who have completed all training and education requirements for the positions they encumber, be afforded the opportunity to receive an average of 40 contact hours annually of continuing education and training, or 80 contact hours over a two-year period. This policy is inapplicable to acquisition workforce personnel who have not yet completed mandatory training required for the positions they encumber. However, such personnel are encouraged to participate in continuing education activities to stay current with new acquisition policy initiatives. This interim policy is in effect for the period of FY 1997.

Continuing education and training hours may be satisfied in a variety of ways to be agreed upon between the workforce member and the supervisor, including participation in:

1. a recommended 16 hours annually of acquisition reform training, e.g., conferences, roadshows, satellite broadcasts, and AR Day activities;
2. academic course work to meet statutory standards for either the individual's career field or for membership in an Acquisition Corps;
3. mandatory and assignment-specific training required for higher levels of certification in one's career field;
4. course work to meet standards considered "desired" in one's career field, until both mandatory and desired education and training standards through Level III have been satisfied;
5. cross-training to attain certifications in multiple acquisition career fields; and
6. other acquisition-related courses, training conferences, seminars, distance learning, and comparable activities sponsored by DoD, its Components and schools, or by private and public organizations, institutions of higher education, and professional associations representative of acquisition career fields.

COSTS: During FY 1997, in keeping with current practice, costs for students attending Defense Acquisition University (DAU) mandatory or assignment-specific acquisition courses will be borne by the DAU, while the Components will pay tuition, travel and per diem for participation in all non-DAU courses. The DAU should program resources for a major expansion of continuing education offerings for future years in anticipation of a permanent policy requiring an average of 40 hours of continuing education and training annually for members of the Acquisition Corps and others who have completed all mandatory training.

RESPONSIBILITIES: Workforce supervisors shall ensure that FY 1997 Individual Development Plans prepared for their personnel include opportunities for participating in continuing acquisition education and training. The Director, Acquisition Education, Training and Career Development (AET&CD), together with the Chairs of the Functional Boards, the Directors of Acquisition Career Management, and the President DAU will assess possible approaches to establishing a program of continuing education and training for the acquisition workforce, and arrive at a coordinated policy and proposed program by October 1997.